Inspection Checklist
for
Acquisition of Facilities
WTD – DNR
Jan. 1999

DNR-WTD has recently acquired several facilities from local agencies (e.g., Lakeland Hills P.S.), and then assumed the responsibilities for providing operating and capital budget and services. It appears WTD will be acquiring additional facilities in Southern Snohomish County, on Vashon Island, and in the Kent/Cascade Sewer District areas within the next year or two. Acquiring and providing services for these facilities will have a significant impact on our current workload, and estimated budgets. Our experience to date has been that little is known (or communicated) about the state of these facilities, and how much work will be required to maintain and operate them as King Co. facilities. This makes it difficult to effectively prepare and carry out work plans and budgets, especially when the facilities are not constructed, operated or maintained at the standards expected of King County facilities.

As we acquire facilities from other private or public entities, we should take the effort to do a thorough assessment of the facility's condition. This will allow us to better gage the additional financial, human and time resources that will be required to operate and maintain the facility. The following draft check list was developed based on our growing experience with the assumption of responsibility for certain local systems.

Check List for DNR WTD Acquisition of Local Systems **DRAFT #2**

1. Right of Way
    a. right of way documents/deeds/easements in order
    b. physical inspection and survey for compliance including encroachments
    c. review and acceptance by KC of a full Title Report (this will bring to light any questions of ownership and other claims of property rights by third parties. Easements, etc.)
    d. The relinquishing agency should be required to clear any and all third party claims to the real property rights before acceptance of the local system by KC.
    e. Relinquishing agency should provide for review by KC copies of all documents, deeds, easements and other side agreements related to real property.
    f. Any and all Local, State and Federal permits and related side agreements should be made available for review.
    g. Copies of agreements with community groups should be provided for review by KC prior to acceptance of the local system.
    h. All encroachments related to the real property should be resolved prior to acceptance by KC of the local system.

i. Level 1 and Level 2 environmental tests should be considered before acceptance of the local system. If deemed necessary then the tests should be conducted and the results considered by KC prior to acceptance of the local system.
j. Survey of the property should be reviewed if available. If not, then a survey should be conducted, reviewed and accepted by KC prior to acceptance of the local system.
k. Current zoning and building codes of the municipality in which the local system is located should be reviewed for current compliance. Any near future planned improvements should be considered in light of the zoning and building code requirements and/or restrictions prior to acceptance of the local system.

2. Regulatory
    a. OSHA/WISHA including: confined space, ventilation, lockout-tag-out, hazardous materials, safety manuals and procedures, etc.
    b. Employee training records, employee medical surveillance records, employee accident claim history, audiometric tests, etc.
    c. Physical safety: (i.e., handrails, catwalks, fixed ladder systems, stairways, signage, pipe/conduit labeling, eyewashes/showers, machine guarding, overhead cranes/hoists, working surfaces/fall hazards, high noise hazards, etc.)
    d. PSM/RMP implications (Cl2, SO2, Digester Gas, Propane)
    e. EPA-RCRA/DOE hazardous waste issues, onsite records, historical liabilities, historical compliance enforcement actions
    f. EPA-TSCA substances – PCBs, Asbestos, & Lead issues and/or historical compliance enforcement actions
    g. EPA/DOE Underground Storage/Aboveground Storage Tank issues
    h. Hazardous Materials storage permitting (UFC Article 80), containment berms, etc.
    i. PSAPCA odor and other emissions
    j. Insurance Inspections including pressure vessels, storage, etc. (Arkwright./Factory Mutual Engineering – fire protection, smoke alarm & fire suppression systems evaluation)
    k. Local Fire Inspections: fire code compliance, fire alarm monitoring, identification of local fire marshal
    l. EPA/DOE: compliance with NPDES requirements, history of overflows, design against DOE "Red Book", locations of overflow point, etc.
    m. Backflow Prevention Compliance
    n. Compliance with Local Zoning and Codes
    o. Local agreements, contractual obligations

3. Records and Library
    a. O and M manuals
    b. Maintenance Records
    c. As-builts, Piping & Instrumentation Diagrams
    d. Manufacture's manuals, drawings, pump curves, etc.
    e. Overflow Reports
    f. General correspondence
    g. Flow Data
    h. Comprehensive Plan including flow and population forecasts
    i. Design Documents and Plans
    j. Infiltration and Inflow Data
    k. Operations Records including log books
    l. NPDES Records
    m. (NFPA code 820 – Hazardous Electrical Classifications)

4. System Integrity/Condition
    a. a. Power Reliability and Local Service Provider
    b. Mechanical Integrity
    b. c. Structural Integrity
    d. Electrical Integrity
    e. Instrumentation & Control Systems Integrity
    f. f. Telemetry and Integrity
    g. Standby Electrical Power
    h. Spare Parts
    i. Existing Service contracts
    j. Overflow location confirmed
    k. Physical Access for Operations
    l. l. Fencing and Security
    m. Maintenance Access/Maintainability
    n. Wash stations/rest room/house keeping
    o. H2S and corrosion issues
    p. Cathodic Protection
    q. Roofs, drainage and parking
    r. Integrity of pipelines, siphons and special structures
    s. Water Supply and Local Provider
    t. Commitment to the local community for maintenance of landscaped areas; noise and odor issues
    u. Copy of citizen complaint logs

6. Unit Process Evaluation for Plants
    a. Industrial Waste Contributions
    b. Unit Process Design and Capacity
    c. Actual Unit Process Capacity
    d. Performance Observations

6. Capacity
    a. Actual system capacity: pumps, overflow, forcemains, downstream
    b. Verify immediate, 5 year and 20 year capacity needs

7. Financial
    a. Past and Current Budgets
    b. Past Expenditures
    c. Special Assessments

8. List of deficiencies from above, cost of correction, proposed budget, and proposed engineering/construction schedule.